

## EARLY CHILDHOOD SERVICES BUREAU



# Montana Child and Adult Care Food Program

## Spring 2014

**T**he mission of the Early Childhood Services

Bureau is to improve the quality, affordability and accessibility of child care in Montana, with focused efforts on coordinated systems to best meet the needs of young children, their families, and the professionals who work on behalf of young children and families.

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## FY14 Trainings

### Online Director's Training

**T**his training began in February 2014 and is required for all CACFP-participating institutions. Each institution has been assigned to a class and has one month to complete their training. The classes are going along successfully, and we expect this to continue. The last class will be in September 2014. Completion of this online course will satisfy the four (4) hours of annual training required by the CACFP contract and will credit each participant with four (4) training hours through the Early Childhood Project.

### Cook's Trainings by Appointment

These trainings will begin this month. The training is free and set up by appointment to CACFP-participating centers. The center will be offered services from a contractor selected and hired by the state agency to assist with the food service paperwork of the CACFP, such as menu development, standardization of recipes, and preparing food production records.

First, the state agency will contact center directors to inquire if they want this service. If the director says yes, then the state agency will give the director's name and phone number to the contractor, and the contractor will call the director to introduce herself/himself. The direc-



tor will tell the contractor what food service paperwork they need help with to meet CACFP program requirements and to improve their meal services to children. Most of the paperwork assistance can be done by email, although on-site in-person help is available.

The FY14 Cook's Training by Appointment is not required. It is a one-time service intended to help CACFP-participating centers who choose to accept it for their benefit. Approximately one-half of all CACFP-participating centers will be served by this training, which is supported by the USDA FNS Team Nutrition Program.

~Mary Musil, RD, Program Manager



## Who's in Charge?

**A**s the state agency conducts their annual reviews of institutions, we sometimes run into situations where there is no director present upon arrival. Please keep in mind that this is not a violation; however, it can turn into a violation if the director has not assigned someone to be "in charge" while he/she is out.

When a director is considering assigning someone to be "in charge" while he/she is out, the following questions need to be considered:

1. Is the assigned person trained in the daily running of the institution?
2. Is the assigned person knowledgeable of the required documents for the CACFP? Can the documents be located on-site?
3. Is the assigned person knowledgeable of any food safety, food allergy or other situations that could arise? Do they know where the emergency numbers are?

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## From Diane's Desk: AUP Audits

**A**udit. It's a word that can spark several emotions in those who hear it....while anxiety and worry are feelings often associated with the term, that does not need to be the case.



Participants in the Montana Child and Adult Care Food Program may experience either an A-133 audit or an Agreed Upon Procedures (AUP) audit. The A-133 audit is a federal requirement for all those who receive more than \$500,000 in federal funds each year from all sources combined (not just the CACFP). Those centers who receive less than that amount may receive an AUP audit instead.

The AUP audit contains some of the same items as a regular CACFP review. Both will make sure that CACFP funds are used appropriately....that all funds were expended on food service, that claims match attendance numbers and income eligibility forms, and that enough milk was purchased for children in attendance. The audit will also look more closely at your CACFP reimbursements. This is an opportunity for you to ask any questions you may have about the financial side of your CACFP, and is meant to

be a help....we know the importance of your work, and want your child care businesses to continue to grow and flourish!

A number of factors are considered when selecting centers to receive an AUP audit each year. These include our total funds available for the process and the locations where our auditors are travelling. While a percentage of CACFP reviews are required to be unannounced each year, AUP audits will always be announced in advance, and you will receive a list of documents to prepare prior to the auditors' visit.

So, do you need to feel worried if you receive a letter announcing an AUP audit? Absolutely not. You will know in advance what is expected for you to prepare, and we are confident you are running your business in accordance with the federal regulations of the program. Part of our job as a State agency is oversight of the spending of those federal dollars, and the AUP audits are an added opportunity to reach out and offer assistance to our participants.

~Diane Edgar, Administrative Assistant

## Cooking Matters at the Store in YOUR Community



**T**he Cooking Matters at the Store Program has recently been gaining steam amongst communities throughout Montana. Ten cities in Montana have rolled out the program. Child care centers, day care homes, and afterschool meal programs are in a great position to spread awareness of this program to the families they serve. The Cooking Matters at the Store Program is an interactive grocery store tour that teaches families how to shop for and purchase healthy foods while on a limited budget. In addition to the wonder-

ful education participants receive, there are several perks that come to participating in this program including a \$10 gift card to the grocery store (on most tours), a free workbook full of tasty recipes and simple tips on buying healthy, low cost foods, and a free reusable grocery bag.

Cities currently offering the program are Harlem, Miles City, Havre, Libby, Thompson Falls, Great Falls, Missoula, Helena, Bozeman, and Billings. If you are located near a city that is currently offering the program, we encourage you to tell the families within your care about this nutrition education program. If you would like the contact information of the facilitators

in your area, please contact MT No Kid Hungry at 406-444-3518 or email Lisa Lee at [LLee@mt.gov](mailto:LLee@mt.gov).

Grocery shopping can be very stressful these days, but with the right tools, families across Montana will be able to shop for healthy food on even the most limited of budgets.

~Jessi Sheava,  
VISTA, No Kid Hungry



## New Ellyn Satter Training Opportunities!

### Helping Children Eat and Grow Well in Early Childhood

Approved for 6 hours of professional education through the Early Childhood Project

#### Dates and Locations (all sessions are identical):

- Tuesday, June 17, 2014 in Bozeman on the MSU campus; Registration deadline: June 13, 2014
- Thursday, October 9, 2014 in Billings on the MSU-Billings campus; Registration deadline: October 3, 2014
- Saturday, April 25, 2015 in Missoula at the Holiday Inn Missoula Downtown; Registration deadline: April 17, 2015

There is no charge; however, you must be registered to attend. Registration is available on the CACFP website: [www.dphhs.mt.gov/hcsd/childcare/cacfp/index.shtml](http://www.dphhs.mt.gov/hcsd/childcare/cacfp/index.shtml)

#### Training Description:

Positive mealtimes contribute to children's emotional health and behavior and shape life-long relationships with food. This training will provide participants with knowledge and practical guidelines for helping young children become competent eaters. Learn simple strategies to make mealtimes easier and more enjoyable for children and adults by following Satter's Division of Responsibility in feeding. Case examples highlight feeding opportunities and challenges, engage participants in solving feeding problems, and include diplomatic approaches with parents on feeding children. Participants will discover the powerful contribution that well-managed feeding makes to raising a happy, healthy, and active child.

#### Sponsors:

Montana Team Nutrition Program, Montana State University in cooperation with the Child and Adult Care Food Program, Montana Department of Public Health and Human Services, Early Childhood Services Bureau. This program is funded by a USDA Team Nutrition Training grant awarded to the Montana Office of Public Instruction.

For more information about the Ellyn Satter Institute:

[www.ellynsatterinstitute.org](http://www.ellynsatterinstitute.org)



## The Goodness of Eggs

Eggs are a favorite food in the springtime, especially at Easter. Eggs have very high quality protein with 6 grams in each large egg. They also have about 185 mg. cholesterol, and they are a naturally good source of Vitamin D which plays an important role in calcium absorption, helping to form and maintain strong bones. At 70 calories per egg and about 15 cents a serving, eggs are nutrient-dense, affordable, and a great choice of food for both children and adults. Here are three menu ideas for eggs:

- Hard-cooked eggs are the easiest. These can be cooked ahead and the outside shells colored if you wish, to make a delicious and impressive part of a springtime meal. Hard-cooked eggs are easiest to peel right after cooling, which causes the egg to contract slightly in the shell. Older children can peel the eggs themselves.



- Scrambled eggs are easy to cook too. These are best prepared right before serving time. To make the scrambled eggs into an entrée, add 2 vegetables to the eggs such as onion and asparagus, or tomatoes and spinach, and then you have 3 meal components all in one dish. Add bread and milk, and then you have a 5-component meal.
- Egg pie, sometimes called 'quiche', is fancy and delicious. The eggs are creditable as a meat alternate, and the savory crust is creditable as bread. This makes a very impressive dish in a child care meal.

Enjoy the goodness of eggs this spring!

~Mary Musil, RD  
Program Manager

## STEPS TO FILING AN ONLINE CLAIM: It's Easier Than You Think!

Are you still filing paper claims for your monthly CACFP reimbursement? Filing online claims is easier than you think. Just follow these simple steps:

1. Log into the CACFP Online System: [http://ows.hhs.mt.gov/pls/cacfpcom\\_pub/gsg\\_logon\\_pkg.welcome](http://ows.hhs.mt.gov/pls/cacfpcom_pub/gsg_logon_pkg.welcome)
2. Click on Institution Detail (left hand side of the frame). You will see the log for all of your past claims.
3. Click on the Green Plus Sign. You will see boxes for Claim ID, Month and Year along with name and location of your center.
4. Make sure the current claim month and year are correct. Press "enter".

5. A claim form will now appear. Fill in the information (numbers) for the claim month. You have the option of clicking on "Add Meal Participation". Press "Enter".

6. The edit check will show Pass or Fail. If you receive a "Fail", double check the numbers you entered and press the save button.

7. Click on "Final Submit"

Using the Online Claim system means no paper, no faxing, no mailing and no wondering if we received the claim. For further questions contact us at 444-4347.

~Vicki Anfinson, Program Specialist



## Serving Suppers: Overcoming the Barriers

Did you know that serving suppers doesn't have to be as hard as it sounds, even if you don't have a kitchen? Meals are not required to be hot meals and can be as simple as a sandwich, fruit, vegetables and milk. If you would like to serve suppers and are worried about the cost or would prefer to serve hot meals, there are things you can do to work around the barriers that have so far prevented you from adding this valuable meal to your current services.

It is possible to create a food service area in your facility by using plug in kitchen appliances such as crockpots, roasting ovens and toasters. Folding tables can be used as your "kitchen counter" and a refrigerator can be put in the corner. Ideally you would have a kitchen available for your use, but in the event that you don't, all of these items can be used to create a "food service area." In addition, these items can continue to be used should you have a kitchen later on.

Now, what to serve? It is probably a bit daunting to think about serving suppers if you are currently just serving snacks. However, there are ways to ease into it slowly. Start

small by having a trial run on a Friday. Weekends are hardest for families struggling to feed themselves so a Friday afternoon supper would be ideal. Try it once and see how everyone likes it (children, parents and caregivers). Decide what you would like to change and try it again. Perhaps you could serve suppers every Friday afternoon for awhile until you get the hang of it. Ideally you would be able to work up to serving suppers every afternoon, but something is better than nothing.

We would suggest that you plan to serve items that are simple, filling and appealing. Our website has sample menus and recipes to help you as you decide what you would like to serve. Doing a quick search of the web also turns up other menu ideas for your afterschool program.

If you think of it in terms of components, a supper just requires adding a few components to what you are already serving for snack.

Financially speaking, serving suppers pays more. Instead of just receiving \$0.80 per snack, you would be receiving \$2.93 per meal plus an additional \$0.23 for cash-in-lieu of commodities for a total of \$3.16 per meal served. That equals out to \$0.64 per component

for suppers versus \$0.40 per component for snacks.

Using strategies such as buying in season, on sale and in bulk can help stretch your reimbursement funds as far as they can possibly go. Using beans at least once a week as your meat alternate or in combination with meat allows you to create tasty, nutritious, low-cost meals that the kids in your program will enjoy. Other cost saving strategies include using coupons, shopping sales and buying generics. As reported by the *Associated Press* earlier this year, often generics come from the same sources as brand-name products and the simpler the product, the more likely it is to be nearly identical to the name brand product. According to *Consumer Reports*, purchasing generics means an average savings of 30% (can be as high as 52% on some items).

As always, we are happy to help with any concerns you might have. We encourage you to make your plans and start serving suppers as soon as you can!

~Noele Bryson, Program Specialist

### Reminder to All At-Risk Afterschool Meal Programs

Remember, once school lets out for the summer the At-Risk Afterschool Program stops until the fall. If you have a child care center program or an outside school hours program through the CACFP, you may continue to submit claims for meals in those programs during the summer. However, please remember that these programs require Income Eligibility Forms (IEFs) be on file for each child you are including in the claim. If you do not currently have another program for the summer and you would like to continue to operate the CACFP, please contact us to discuss your options.

### CACFP Meal Count Totals 2013 Year End Totals

1,984,784 Breakfasts  
2,328,885 Lunches  
283,174 Suppers  
2,693,996 Snacks  
**7,290,839 Total Meals and Snacks Served!**

(Continued from page 1 "Who's in Charge?")

4. Does the assigned person have access to children's files? This is important for emergency and non-emergency issues. Emergency forms are also the documents that child care staff look at in order to release a child to someone they have not seen before.

5. Does the assigned person know licensing ratios? Do they have the ability to understand being over staff:child ratio and how to determine what to do?

After looking at the questions above and considering your institution's needs, the director can then make the determination of the person "in charge." If your institution does not have someone "in charge" while the director is out, please start this process now.

~Deb Hansen, Program Specialist

### Upcoming Events:

- ◆ April 16th: Quarterly Sponsor Conference Call, 9:00 am
- ◆ June 1st: Audit Questionnaires due in CACFP office
- ◆ June 17th: Ellyn Satter Institute Training, Bozeman
- ◆ October 9th: Ellyn Satter Institute Training, Billings
- ◆ April 25, 2015: Ellyn Satter Institute Training, Missoula

### Welcome New Centers!

- Missoula County Public Schools, Missoula
- Fort Courage, Missoula

*Reminder: Audit questionnaires  
are due in our office by  
June 1st!*



The USDA is an equal opportunity provider and employer.  
To file a complaint of discrimination, write:

United States Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W.  
Washington, DC 20250-9410



Or call:  
Toll Free (866) 632-9992  
Federal Relay Service (800) 877-8339  
Spanish (800) 845-6136

### CACFP Contact Information

111 North Jackson Street, 5th Floor  
PO Box 202925

Helena, MT 59620-2925

Toll Free: (888) 307-9333

Telephone: (406) 444-1788

Fax: (406) 444-2547

Website: [www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov)

